

## **OFFICE OF REFUGEE RESETTLEMENT**

### **CASH AND MEDICAL ASSISTANCE PROGRAM QUARTERLY REPORT ON EXPENDITURES AND OBLIGATIONS (ORR-2)**

*OMB 0970-0407 Expires 08-31-2018*

#### **INSTRUCTIONS**

1. In Rows 1 through 6, enter the cumulative amount of allowable expenditures and obligations incurred from the beginning of the award through the reporting period end date (see (12) below). For each program component, include the amount incurred for benefits and services, the amount incurred for program administration and the total for each component. Additional information on each column of Rows 1 through 6 follows.
2. Column B: Enter total program expenditures for each component of the program. For reports prepared on a cash basis, expenditures are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense incurred, and the amount of cash advances and payments made to subgrantees, contractors, and other subrecipients. For reports prepared on an accrual basis, expenditures are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the net increase or decrease in the amounts owed by the grantee for goods and other property received, services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments. Expenditures include cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of payment made to subrecipients and contractors.
3. Column C - Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. On a cash basis, unliquidated obligations are obligations incurred but not yet paid. On an accrual basis, unliquidated obligations are obligations incurred for which an expenditure has not yet been recorded. On the final report, all rows of Column C \$0 for all components of the program.
4. Column D - Enter the sum of Columns B and C for each component of the program.
5. In 6(E), enter the total Federal funds authorized as of the reporting end date. For formula awards, enter the total of all funds awarded for expenditures for that year, including reauthorized funds. For discretionary awards, include the total of funds awarded for that year, including supplemental awards and funds carried forward from the previous year.
6. In 6(F), enter the total Federal funds authorized (6E) minus Total Expenditures and Unliquidated Obligations (6D).
7. Enter the name and complete address of the recipient organization.
8. For mandatory grants, enter the Grant Document Number assigned to your grant by the Administration for Children and Families. This number can be found on the Notice of Grant Award.
9. For discretionary grants, enter the Grant Award Number assigned to your grant by the Administration for Children and Families. This number can be found on the Financial Assistance Award.

10. Check “Yes” only if this is the last report you will be submitting for this grant.  
For formula awards, the final report is due no later than September 30 of the year following the year during which the funds were awarded. For discretionary awards, the final report is due ninety days after the end of the grant project period.
11. For mandatory awards, the Grant Period begins October 1 of the year during which Cash and Medical Assistance (CMA) funds are awarded and extends until September 30 of the year following the year in which funds are awarded. CMA funds for Cash Assistance, Medical Assistance, Health Screening, and Program Administration are available for expenditures incurred during the first year of the Grant Period. CMA funds for services for Unaccompanied Minors are available for obligation and for expenditures incurred during both years of the Grant Period; obligations must be liquidated by September 30 of the second year of the grant period.  
For discretionary awards, the Grant Project Period is specified in the Financial Assistance Award. Each year’s award is available for obligations and expenditures incurred during the budget period specified in the Financial Assistance Award.
12. Report Period refers to the federal fiscal year quarter on which you are reporting.  
For formula awards, the quarters of the federal fiscal year are:
- i. October 1 to December 31
  - ii. January 1 to March 31
  - iii. April 1 to June 30
  - iv. July 1 to September 30
- For discretionary awards, the reporting quarters are determined by the start date of the Grant Project Period in the Financial Assistance Award.  
The Quarterly Report on Expenditures and Obligations is due 30 days after the end of each federal fiscal year quarter during the grant period, except the final report as noted above.
13. Check “Yes” only if this is the last report you will be submitting for this grant.  
For formula awards, the final report is due no later than September 30 of the year following the year during which the funds were awarded. For discretionary awards, the final report is due ninety days after the end of the grant project period.
14. Enter any additional explanatory information that clarifies your entries in this report in the Remarks section.
15. Type or print the name of the authorized certifying official.
16. Type or print the title of the authorized certifying official.
17. Signature of the authorized certifying official.
18. Enter the telephone number of the authorized certifying official.
19. Enter the email address of the authorized certifying official.
20. Enter the date the ORR-2 is submitted to the Administration for Children and Families. If this form is submitted in paper format, the original signed copy must be submitted to the Division of Mandatory Grants in ACF. A copy must be submitted to the Office of Refugee Resettlement. Alternatively, the form may be submitted once through the ACF On-line Data Collection System (OLDC). For information on OLDC, contact your ORR State Analyst.